

**USE AND MAINTENANCE OF  
THE MANAGEMENT CONFERENCE BUILDING  
(GUERIN HOUSE)**

**Sponsors of an activity must observe the rules regarding admission and conduct of participants. They are accountable for the conduct of all participants and may be held responsible for any damages incurred. Sponsors must also observe the rules regarding use of facilities. They must assure that the facility is secured at the end of the activity and that it is restored to its original condition.**

**GENERAL INFORMATION**

1. Submit list of names of all immediate family members, escorts, and guests, including citizenship of each, to the Main Gate 108-1, **at least three working days before activity**.
2. Closing times are 12 midnight for activities scheduled on Sunday through Thursday, and 1 a.m. for activities scheduled on Friday or Saturday.
3. **Keys must be picked up** at the Main Gate and must be returned to the Main Gate at the end of the activity.
4. Pool Balls can be signed out by the sponsor at the Exchange Store and must be returned the next work day.
5. **No Smoking** is permitted in the Guerin House.
6. Dishes, flatware, pots, and pans are not available. Use kitchen surface saver. **Do not cut on counter top**.
7. Viewgraph projector, screen, and podium are located on first floor. Newsprint stand is also located on first floor; however, newsprint pads are not provided.
8. Microphones are available through Work Request Form C-709 to Audio at Mail Stop 5-2.